



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

JOB TITLE	Executive Support Assistant
JOB ANNOUNCEMENT NUMBER	13116
SALARY RANGE	\$75,621 - \$98,305 annually
OPEN PERIOD	6/19/14 – 7/10/14
POSITION INFORMATION	Permanent-Internal or Rotational
DUTY LOCATION	McLean, VA
WHO MAY APPLY	US Citizens
SECURITY CLEARANCE	TS/SCI with CI Polygraph
SUPERVISORY STATUS	No
TRAVEL REQUIRED	0-25% Travel
RELOCATION AUTHORIZED	No

ORGANIZATIONAL MISSION:

Permanent-Internal - current permanent ODNI employees - Staff Reserve employees are not eligible to apply.

Component Mission:

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government for analyzing and integrating all intelligence possessed or acquired by the United States Government pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. And it conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the federal government.

Office Mission:

The National Counterterrorism Center (NCTC) Directorate of Operations Support (DOS) provides NCTC and the counterterrorism (CT) community with 24/7 situational-awareness intelligence, information sharing, crisis management, continuity of operations, and response planning. In addition, DOS manages NCTC exercise and special-event support, and coordinates Intelligence Community (IC) support to international events on behalf of the Director of National Intelligence. One of the DOS components is the National Counterterrorism Operations Center (NCTOC). The NCTOC is responsible for keeping the NCTC's leadership apprised of terrorism-related events affecting United States (US) interests and assures policymakers at the White House, Office of the Director of National Intelligence (ODNI) and other agencies receive accurate and timely current terrorism-related intelligence.



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DUTIES:

Major Duties and Responsibilities:

Perform a comprehensive range of direct executive office support for the Directorate of Operations Support (DOS); Manage calendar appointments and evaluate email and correspondence to determine action items and coordinate responses within established deadlines; Review information from staff meetings and weekly reports, determine those that require action, and develop and maintain a system to generate reminders for completion deadlines; Execute and monitor internal and external tasking, ensure collaboration and coordination on responses, prepare for meetings, briefings and special events, schedule meetings, prepare read ahead materials, and maintain records of proceedings as required; Anticipate and research complete documents and reports, brief the executive on the content, and obtain approval; Evaluate, monitor and facilitate the dissemination of sensitive information and documentation and alert leadership regarding issues that impact the office; Review all correspondence/assessments/packages for content ensuring information, background, and references are complete and editing for appropriate format, grammar and spelling; Manage workflow of issues by continuously adapting schedules based on accurate assessments of criticality, sensitivity and confidentiality; Resolve complex administrative problems by rescheduling planned meetings, identifying appropriate contacts, administering databases and files and finding new information sources; Prepare for and coordinate senior-level visits and high-level meetings and events ensuring security clearances, VIP parking, and building accesses are arranged and researching and preparing background information on attendees and developing meeting agendas; Arrange sensitive and complex domestic and foreign travel documents and prepare and coordinate schedules; itineraries, passport/visa requests, lodging and travel accounting; plan and support the transportation of material and people; Maintain an efficient, professional office environment, order supplies, arrange for repairs and facility services to office equipment and provide customer service.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Required Knowledge, Skills and Abilities:

Experience providing executive leadership support in a face-paced, demanding, environment.

Expert grammar and spelling proficiencies and ability to proof, edit and format documentation for clarity and correctness.

Expert proficiency with M/S Office suite of applications to include email.

Knowledge of the IC's organizational structure, policies and standards as related to the duties and responsibilities of position.

Superior organizational skills and ability to manage multiple tasks at once.

Excellent oral and written communication skills.

Desired KSAs:

Knowledge of NCTC's organizational structure, policies and standards.

Experience with SharePoint and/or HTML editing applications.



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HOW YOU WILL BE EVALUATED:

You will be evaluated based upon the narrative responses you provide to each required Knowledge, Skills and Abilities (KSA's). When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your responses should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

BENEFITS:

Please review the list of benefits below. For additional information please visit the OPM website at <http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- **Health Care Flexible Spending Accounts**

OTHER INFORMATION:

You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

HOW TO APPLY:

*****HOW TO APPLY*** (PERMANENT-INTERNAL APPLICANTS)**

Permanent-Internal: Refers to only those who are current ODNI cadre employees. Permanent-internal status does **NOT** include Staff Reserve employees.

If selected, ODNI permanent internal applicants would accept the position as a lateral reassignment at their current grade as all promotion decisions are made during the DNI CAB process.***

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR FURTHER CONSIDERATION.

A complete application must include the following:



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- a. RESUME - All applicants must submit a resume. Format is at the discretion of the applicant but must include: full name, address, telephone number, and email address.
- b. KSA's (Knowledge, Skills, and Abilities) - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.
- c. PERFORMANCE EVALUATIONS – Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.
- d. COVER LETTER – a separate document that acts as a supplemental to your resume, explaining the contents of your application package and allowing for an opportunity to further elaborate upon your submission.
- e. Reference the vacancy number you are applying to in the subject line and on each document submitted.
- f. NOTE - Applications should be sent to either **DNI-MSD-HR-RR** (lotus notes, classified system) or recruitment@dni.gov (unclassified). All attachments should be in Word or PDF format.

Your application MUST be received by the closing date of the announcement. Applications received after the close date will NOT be eligible for consideration.

Applications should NOT contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package ONLY, you may call (703) 275-3663.

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.

*****HOW TO APPLY*** (DETAILEE APPLICANTS)**

DETAILEE: A detailee is a civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

Any application submitted directly by an IC employee to the gaining element will not be considered.

WHAT TO EXPECT NEXT:



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AGENCY CONTACT INFO:

ODNI Recruitment

Phone: (703)275-3663

Email: RECRUITMENT@DNI.GOV

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.